

HR REVIEW

NEWS & INFORMATION FROM THE HUMAN RESOURCES DEPARTMENT

Volume 1, Issue 2

Boise State University

September 26, 1994

FROM THE DIRECTOR - Jane Buser

BSU is committed to an open and supportive environment for its employees and students. I have always felt privileged to be a part of this community and feel the warmth and sincerity of our faculty and staff is almost universal.

Recently I attended a performance by The G.A.P. Theatre Company on campus which presented, in inter-active form, a play which forced the audience to confront our biases through self-reflection. I found myself re-committed to actively confront discrimination, prejudice, and bigotry within myself, my colleagues, friends, and on an institutional level. Through free dialogue, through recognition, and acknowledgement of discrimination as it occurs, through acceptance and tolerance we may preserve and enhance the special community we have at BSU. I wish to emphasize that change comes through education and communication, not finger-pointing.

The G.A.P. Theatre Company is returning to Boise. They will perform at the Morrison Center on October 5th at 8:00 pm and on October 6th at a place and time to be announced. I encourage you to spend an evening with this talented group and learn more about yourself.

Q & A SECTION

- Q: Are performance appraisals required to be completed for all classified employees and if so, when?
- A: Yes, performance appraisals are required to be completed on an annual basis (2080 hours) for all classified employees. Probationary employees are to be evaluated after 3 months (520 hours) and 6 months (1040 hours) of employment.
- Q: Who is responsible for completing the evaluation?
- A: HRD sends monthly reports to department directors identifying employees to be evaluated. However, the immediate supervisor is responsible for completing the evaluation.

EMPLOYMENT ISSUES

The Immigration and Naturalization Service requires that everyone we hire (including students) must complete an I-9 form within three days of employment with the University. Please help HRD comply with the law by insuring that new staff and faculty come by our office, A-218, to complete their I-9, W-4, and other pertinent information. Student employees should complete their I-9 forms in the Student Employment office, A-118.

BENEFIT NOTES

Note for Calendars...

TIAA-CREF will be holding financial education workshops on campus for all faculty and staff members and their spouses.

October 25th - 26th, 1994 8:00 am - 5:00 pm
Ah Fong and Hatch A Rooms

More information will be forthcoming....

REMINDER

McCain Library Challenge

BSU Faculty and Staff have already contributed over \$40,000 to the Warren McCain \$2,000,000 challenge benefitting the BSU Albertson's Library. Pledges, one-time gifts, or payroll deduction contributions count towards meeting the challenge. Contact the BSU foundation at 3276 for further information. The deadline is December 1, 1994.

TEMPORARY EMPLOYEES

Qualified applicants are needed for a variety of temporary classified support positions in numerous departments on campus. Please contact Viola Boman at 1617 or apply in person at HRD located at A-218.

NEW EMPLOYEES (Hired after September 12, 1994)

- ✓ Mulhern, Margaret - Library Assistant I, Library
- ✓ Whitaker, Ricky - Custodian, Student Residential Life

VACANCIES

Contact Viola Boman at x1617 for additional information on the following classified positions:

- Administrative Secretary - Physical Education
- Air Quality & Energy Conservation Specialist - Physical Plant
- Building Superintendent - Athletic Department
- Carpenter - Student Residential Life
- Carpenter Foreman - Student Residential Life
- Clerical Unit Supervisor - Survey Research Center
- Custodians - Physical Plant, Student Union Building, Student Residential Life
- Grounds Foreman - Student Residential Life
- Library Assistant II - Library (one-half time)
- Painter - Student Residential Life
- Receptionist - Athletic Department (one-half time)
- Word Processing Specialist - College of Social Sciences & Public Affairs

Contact Trudy Leininger at x3648 for additional information on the following positions:

- Assistant Professor - Applied Linguistics
- Assistant Professor - Macroeconomics
- Assistant /Associate Professor - Psychology
- Coordinator - Institutional Assessment
- Professor - Criminal Justice Department
- Research Assistant - Raptor Research Center

PAYROLL

PERSI and ORP (TIAA-CREF and VALIC) employer and employee rates increase effective with your October 7, 1994 paycheck. This is a result of Legislative action which will enhance your retirement income. Your contribution rate will increase by .59% from 6.38% to 6.97% of pay. BSU's contribution will increase by .98%.

TRAINING SCHEDULE

Call 4419 to register or for additional information.

Employee Orientation	11/1
Eldercare Support Group	10/18
Ins and Outs of the Financial System	TBA
Performance Management Step I:	10/4;10/5
Planning for Effective Job Performance	
Purchasing Rules and Regulations	10/27
Time Management	10/25
Dealing with Employees in Difficult Situations: A Workshop for Supervisors	10/18
Performance Management Step I:	10/4;10/5
Planning for Effective Job Performance	
Performance Management Step:	11/2
Getting Results through Feedback, Coaching and Progressive Discipline	
Performance Management Step III:	12/8
Conducting a Win/Win Performance Appraisal Interview	
Training Session for Student Employee Supervisors	10/12

MEMORIAL

Alice Hatton, former Registrar for BJC, BSC, and BSU from 1959 until she retired in 1974, passed away on September 14th of this year. Many of us worked with Alice and remember her many contributions to our institution. Memorials can be made to the Alice Hatton Scholarship Fund in care of the Boise State University Foundation.

HUMAN RESOURCES DEPARTMENT STAFF

Jane Buser	Director	1739
Debi Alvord	Asst. Director	1740
Viola Boman	Employment Administrator	1617
Sharon Yates	Benefits Administrator	3265
Joan Thies	Personnel Analyst	1648
Sandra Howell	Tech. Records Specialist	1638
Kristi Covington	Tech. Records Specialist	1619
Sue Lewis	Public Service Rep.	1616
Catherine Hoselton	Benefits Assistant	4450